**Example of Workplace Information Kit Template** (*could be attached to the welcome email*)

You will be joining Employment and Social Development Canada, on Insert date. Please find below the complete contact information for your new office.

Insert new employee’s complete office address, including title, building, floor, office number, telephone number, fax number (if applicable) and email address.

Upon your arrival, please call the following person, who will meet you at the established time and location. Insert meeting person’s contact information here, including email and telephone number.

If for some reason this person does not answer or is unable to meet you, please call the following person, who will meet you.

Insert backup’s contact information here.

There are many public parking garages in and around and costs vary between $10 and $20 a day. There are also many alternative transportation options that offer great ways to save money on fuel, better your health, travel more safely and even help the environment. Some of these include insert options here such as public transit (OC Transpo and Société de transport de l’Outaouais (STO) or other transportation options



Insert a map of the vicinity

<http://maps.google.ca/maps?ct=reset>

Our location offers many amenities including many restaurants. You also have access to a refrigerator and a microwave oven at work.

What to Expect Upon Your Arrival

* You will receive an Identification Card, which will give you access to all locations required by your work.
* You will have a chance to sit down with your supervisor/manager to talk about your future work as well as to learn more about our organization.
* You will be given a tour of your new workplace as well as meet your team members.

Here is your Peer Partner’s name and related info: Insert Peer’s contact information here.

If you wish to know more about what ESDC does, you can visit our web site at the following address: <https://www.canada.ca/en/employment-social-development.html>

Welcome Aboard!